



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 17-00112

TITLE: Auditor Accountant Trainee

ISSUE DATE: 3/30/2017

TITLE CODE: 50961

CLOSING DATE: 4/20/2017

DIVISION: Accounting & Auditing

LOCATION: Ewing

UNIT: Accounting Operations

RANGE: P95

SALARY: \$41,230.15

WORK WEEK: 35 hours

Office Description

The New Jersey Department of Transportation is accepting applications for candidates interested in a Auditor Accountant Trainee position for the Division of Accounting and Auditing. Auditor Accountant Trainees are assigned a 35 - hour work week. Current starting salary is \$41,230.15 and after six months is \$43,094.21. Benefits include medical, prescription drug, dental and pension.

The office of the Division of Accounting & Auditing is within the Chief Financial Officer's Unit which also includes the Division of Budget, Information Technology and Procurement. Our mission statement is to provide services in an accurate, reliable, user friendly and timely manner.

Accounting & Auditing is comprised of the following bureaus: Director's Office, Accounting Operations, Agreement Accounting and Auditing. More specifically, the Division of Accounting & Auditing is responsible for:

- Financial reporting to the Department of Treasury.
- Payment functions for the entire Department, document scanning, OPRA Requests.
- Revenue collection related to Federal Highway Administration; Federal Grants and non - state funded agreements.
- Auditing of professional services contracts.

Position Description

Working within the Accounting Operations unit, this position is responsible for all Accounts Payable aspects, including but not limited to the auditing of the submitted invoice and supporting documentation in accordance with State and Federal regulations and laws related to Capital payments (Building of Roads and Bridges) and the general operations of the Department. This position will also be responsible for reviewing the underlying contracts and paying in accordance with the stated payment provisions. Shared files are utilized via Microsoft SharePoint which is used to enhance team collaboration. IBM File Net Content Manager is used as our document management solution that captures, manages, and shares digital content. Our accounting system, FMIS (Financial Management Information System) is used daily to monitor funding and expenditure information along with various (SAP) Business Objects reports. Microsoft Office Suite also used daily to accomplish work efforts and analyze/reconcile funding or expenditure problems.

Requirements

Education

Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credit in professional accounting courses which may include courses in municipal or government accounting.

NOTE: Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student/OPT program, F1 or H1B work authorization visas.

Residency

All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

How to Apply

Submit letter of interest, current resume, unofficial transcript OR foreign degree evaluation, and a completed New Jersey State Application for Employment by closing date.

Paper applications are no longer accepted. You must follow instructions on how to submit electronically.

Application can be found at: <http://www.state.nj.us/transportation/about/employ/process.shtm>

Important Notice: Applicants cannot apply through internet sites such as INDEED, DiversityJobs, or JustJobs. You MUST apply through the NJDOT Employment website in order to be considered.

Note on degree information:

You must provide transcript or evaluation of your UNDERGRADUATE degree. Foreign degree evaluation must be evaluated by a recognized evaluation service and include your course - by - course evaluation.

Candidates will NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.